

## **MUSKEGON AREA DISTRICT LIBRARY**

A meeting of the Muskegon Area District Library Board was held on Monday, July 21, 2025, at 4:00 p.m. at the Muskegon Area District Library Administration Building, 4845 Airline Road, Muskegon. Staff and Legal Counsel were present.

D. Hughes, Chair, called the meeting to order at 4:00 p.m.

### **ROLL CALL**

**Present:** Arter, Scolnick, Vanaelst, Hughes, Richards, Hodges, Aerts, (Quorum)

**Excused:** None.

D. Hughes welcomed new board member Andre Williams. Williams was subsequently sworn in and will serve as the Muskegon Heights representative for the remainder of the appointment.

### **Approval of Agenda**

**Motion by Hodges, Second by Richards**

**That the Agenda is approved as presented.**

**Motion Carried**

### **Board Development**

None.

### **Consent Agenda**

**Motion by Hodges, Second by Aerts**

**That the MADL Board approved the Consent Agenda as presented.**

**Motion Carried**

### **Vouchers for June 2025**

**Motion by Hodges, Second by Richards**

**That the MADL Board approved the Vouchers for June 2025**

### **ROLL CALL**

**AYES:** Aerts, Scolnik, Williams, Vanaelst, Hughes, Richards, Hodges, Arter,

**NAYS:** None

**Motion Carried**

### **Committee Reports**

R. Suszek reported that the millage committee decided to do more direct mailings for Laketon and Muskegon Townships. The list will be compiled from registered voters who voted in a recent election. Additionally, a call list will also be gathered for voters in the same communities to send text messages or make phone calls, to remind voters of the August 5<sup>th</sup> election. The millage committee will complete work. R. Suszek further mentioned that MADL staff/millage committee will continue to be actively

involved in parades and other opportunities through the summer reading programs to help get information out regarding the upcoming election. MADL staff, the millage committee, especially Andy O'Reilly, have dedicated much effort to this matter.

### **Reports/Questions**

R. Suszek provided updates regarding the status of material fulfillment. Despite the anomalies that have continued with Baker & Taylor, the YTD circulation for June should have exceeded last year's. A surplus in circulation would have been reflected; however, the North Muskegon Branch was closed for 2 days, and that location typically has a daily average circulation of 150 – 200.

R. Suszek concluded that overall, things do appear to be getting better and moving in the right direction.

R. Suszek provided additional discussion regarding the upcoming millage election. He stated that most of the communications with the public have been extremely positive, and enormous efforts have been made by all individuals committed to getting the word out about what the need is and providing facts regarding this ask for a millage increase. This work will continue until the day of the election.

M. Johnson spoke to highlight that for the first time, the outreach van interacted with over 2,457 people in a single month. There were 12 outreach events last month.

M. Chandler-Nash provided an update regarding the recent new hires and student new hires. She also stated that MADL received the \$30,000 grant from the American Heart Association, and some of those dollars have been spent on the AED equipment that are now located in all the branches. Furthermore, these grant dollars will also go towards training staff on cardiac arrest response, first aid, CPR, and AEDs.

### **Old Business**

R. Suszek reported on the finalization of the strategic plan and opened the conversation for any concluding thoughts or questions. Even though the updated strategic plan has not been officially adopted yet, there has been movement on several categories, with a lot of focus on the initiatives for 2025.

### **Motion by Scolnik, Second by Hodges**

**That the MADL Board approves the MADL Strategic Plan for 2025 – 2028, as presented.**

### **Roll Call**

**AYES: Scolnik, Richards, Hughes, Williams, Aerts, Arter, Vanaelst, Hodges**

**NAYS: None**

### **New Business**

B. Hall reported on the MERS Annual Actuarial Valuation for the year ending December 31, 2024. The report shows that MADL complies with GASB, and MADL is still funded at 100%. MADL strives to maintain a healthy funding level for pension benefits.

### **Motion by Aerts, Second by Hodges**

**That the MERS Annual Actuarial Valuation for year ending December 31, 2024, be approved as presented.**

**Roll Call**

**AYES: Scolnik, Richards, Aerts, Hughes, Arter, Hodges, Williams, Vanaelst**

**NAYS: None**

**Motion Carried**

R. Suszek spoke to provide thoughts about the potential need for reorganization within MADL with the creation of additional management team members. This brought awareness to the amount of dollars spent on mileage reimbursements, additionally making it challenging to predict and budget for. The mileage policy was created to ask the board to cap mileage for the management team to prevent unlimited amounts and provide a stabilized annual budget for this expense.

**Motion by Hodges, Second by Aerts**

**That the MADL Board postpones the mileage claims policy until the next Board meeting.**

**Motion by Aerts, Second by Hodges**

R. Suszek discussed the open management position and the applicants being received for that. This position comes with an elevated level of confidentiality and trust, and it is in the best interest of MADL to have a policy in place to require applicants to disclose family members within the organization.

**Motion by Hodges, Second by Richards**

**That the MADL Board approves the Conflict-of-Interest Policy, as presented.**

**Roll Call**

**AYES: Scolnik, Richards, Aerts, Hughes, Arter, Hodges, Williams, Vanaelst**

**NAYS: None**

**Motion Carried**

The Board went into Closed Session to discuss the purchase of the Norton Shores Library building at 705 Seminole Road, Norton Shores.

**Motion by Hodges, Second by Richards**

**That the MADL Board goes into Closed Session pursuant to Section 8(h) of the Open Meetings Act to consider a proposed Purchase Agreement with the City of Norton Shores, protected by the attorney-client privilege and exempt from disclosure under Section 13(1)(g) of the Freedom of Information Act at 4:59 p.m.**

**Motion Carried**

**Motion by Hodges, Second by Arter**

**That the MADL Board returns to Open Session at 5:16 p.m.**

**Motion Carried**

**Motion by Hodges, Second by Arter**

**That the MADL Board directs the Library Director and Legal Counsel to continue negotiations and offer \$200,000 for the purchase of the Norton Shores Branch Library Building at 705 Seminole Road**

**ROLL CALL**

**Ayes: B. Scolnik, J. Hodges, D. Hughes, L. Aerts, K. Richards, A. Williams, K. Arter, R. Vanaelst**

**Nays: None**

**Motion Carried**

**Public Comment**

None.

**Board Comment**

None.

**Adjournment**

**Motion by Aerts, Second by Arter**

**That the MADL Board meeting adjourned at 5:22 p.m.**

**Motion Carried**

Minutes Reviewed by:

Linda M. Aerts

8/3/25